

F 1-7830

MEMORANDUM FOR: Personnel Director

SUBJECT : Routing of Personnel Action Requests Involving
Administrative Positions

25X9

1. The DD/A Career Service Board has identified approximately ☐ positions which are tentatively assumed to be suitable assignments for the types of employees who have the career designation "CD-A." The Board has recommended to the Acting Deputy Director (Administration) that all requests for personnel action which concern these positions be subject to review by the Board. This recommendation was approved.

2. Some of the positions cited above have been identified on a roster in terms of title, grade and organizational component. Others have been identified on other rosters, but only in terms of the names, serials and grades of the employees who are assigned to these positions in each organizational component. These rosters will be made available to you by the Executive Secretary, DD/A Career Service Board.

3. It is requested that you take necessary action to ensure that each request for personnel action which involves one of these positions is submitted to the Executive Secretary, DD/A Career Service Board, after qualifications review has been accomplished within the Placement and Utilization Division.

151

L. K. WHITE
Acting Deputy Director
(Administration)

ES/DD/A CSB:DST:sh(29 Oct 53)

Distribution:

- 1 - Exec. Sec., DD/A CSB
- ✓ 1 - DD/A Chrono
- 1 - DD/A Subject

X

183

231089/1